

HOME-BASED SERVICES – VOLUNTARY (PSC), COURT ORDERED (PSS), & FAMILY PRESERVATION (PFP)

1. Is there a current child and family plan in the file?

According DCFS practice guideline 105.2, the initial case plan will be completed within 45 days of the case start date for PSS and PSC cases and 30 days for PFP cases. As per DCFS practice guideline 103.1, the case start date for home-based services is the date that a caseworker is assigned to begin work with the family. If home-based services are a result of a petition or court order, the starting date will be the date the court orders home-based services. This plan is then updated at least every six months. The beginning and ending dates of the Child and Family Plan should be recorded on the form. Check those dates to be sure a plan was in the file (or on Safe), which was current until the end of the current review period. As per DCFS practice guideline 105.1A, a child and family plan is considered complete when it is finalized in Safe. A plan is considered incomplete if there gaps from when an old plan ends and the new plan begins. An updated plan must be finalized within 30 days of the end date of the expired plan. For example: If a plan expires March 10, 2005, the new plan must be finalized by April 9, 2005 to be considered completed on time.

Yes	There is a current case plan in the file.
Partial-no credit	For PFP cases, the plan is completed more than 15 days after the due date. For PSS/PSC, the plan is completed more than 22 days after the due date. The plan is incomplete due to gaps between when the old plan ends and the new plan begins.
Partial-credit	For PFP cases, the plan is completed within 15 days after the due date. For PSS/PSC cases, the plan is completed within 22 days after the due date.
No	There is not a current case plan in the file; the child and family plan form is missing.
Not Applicable	The initial case plan was not yet due at the end of the review period (put ORP in the comments section).

2. Was an initial child and family plan completed for the family within 45 days of the case start date?

DCFS practice guideline section 105.1 requires that a child and family plan shall be developed for each family receiving home based services (PSS, PSC, PFP). According DCFS practice guideline 105.2, the initial case plan will be completed within 45 days of the case start date for PSS and PSC cases and 30 days for PFP cases. As per DCFS practice guideline 103.1, the case start date for home-based services is the date that a caseworker is assigned to begin to work with the family. If home-based services are a result of a petition or court order, the starting date will be the date the court orders home-based services. As per DCFS practice guideline 105.1A, a child and family plan is considered complete when it is finalized in Safe. Determine the completion date of prior services, the date the worker is assigned, or the date services were court ordered and compare that date to the completion date of the child and family plan to determine if the plan was finalized on time. Remember PFP cases are read for the life of the case. This means the completion of the child and family plan will need to be evaluated even if it is developed outside the official review period.

Yes	An initial child and family plan was completed for the family within 45 days, for PSS/PSC cases or 30 days for PFP cases, of the case start date.
Partial-no credit	For PFP cases, the plan is completed more than 15 days after the due date. For PSS/PSC, the plan is completed more than 22 days after the due date.
Partial-credit	For PFP cases the plan is completed within 15 days after the due date. For PSS/PSC cases, the plan is completed within 22 days after the due date.
No	An initial child and family plan was not completed for the family or there is no documentation in the record that a child and family plan was completed. (answer question 3 NO)
Not Applicable	The initial child and family plan was not due until after the current review period (answer questions 3-5 NA) . The initial plan was created prior to the review period for PSS/PSC cases.

3. This question has been removed.

- 4. Were the following team members involved in the development of the current child and family plan?**
- a. the natural parent(s)/guardian?**
 - b. the stepparent (if appropriate)?**
 - c. the target child(ren) (age 12 and older)?**
 - d. this item has been removed**

DCFS practice guideline section 105.1 requires that the child and family plan will be developed mutually by the child and family team through which the family can establish and meet its needs. The child and family plan will be complete when the worker, supervisor, and child and family team have agreed to the plan and it is finalized in SAFE. Parental figures and the target child(ren) age 12 and older should participate in the development of the plan. Check the Activity Logs, team meeting notes, functional assessment, correspondence section or elsewhere in the record to determine who was involved in the development of the child and family plan. If the caseworker does not identify who the target children are, then it may be assumed that all children in the family should be involved in the development of the child and family plan if age 12 and older.

Yes	This party was involved in the development of the child and family plan.
Partial-no credit	For A only: one parent was involved in the development of the plan when both parents are involved in the family. For B only: one stepparent was involved in the development of the plan when there are two stepparents in the family. For C only: some but not all target children (age 12 and older) are involved in the development of the child and family plan.
No	This party was not involved in creating the child and family plan or there is no documentation that the party was involved in creating the child and family plan; or there is no documentation of a case planning process.
Considered for Extenuating Circumstance	The worker documented at least two attempts to involve this party in creating the child and family plan but the party refused to participate.
Not Applicable	The child and family plan was not due by the end of the review period; or the child and family plan was created prior to the review period (PSS/PSC cases only). (Put reason in the comments section). Input was obtained from the party prior to the review period. The family/child could not be located; for A only, reunification services have been terminated by the court; for B only: a stepparent is not involved; for C only: the child is non-communicative or otherwise does not understand the child and family plan process or the caseworker documents a valid reason why the child(ren) is/are not included in the development of the child and family plan.

5. This question has been removed.

6. Did the worker initiate services for the family/child as identified in the child and family plans (s)?

DCFS practice guideline sections 106, 106.1, 107, 107.1, and 107.2 discuss the initiation of services for the family/child in order to keep the child in the home. Intensive family preservation services are utilized when a child(ren) are in imminent danger of being placed in out-of-home care. The in-home worker should provide the necessary services for the family or refer the family to another agency for services if applicable. Review all child and family plans (s) applicable to the current PFP episode or review period for PSS/PSC cases and determine what services are needed, then review the activity logs, progress summaries, collateral contact and correspondence sections of the file to determine if services were initiated. If the child and family plan identifies specific agencies (including addresses and phone numbers) where the client may obtain services and if the client has a copy of the child and family plan, then the worker initiated services for the family and this question may be answered Yes or Partial depending on the situation. If services identified on the plan are covered in other areas of the review such as caseworker visits, these items do not need to be reevaluated in this section. A service is any activity that, under the written terms of the plan, the division is required to provide. Services are not the same as plan requirements.

Yes	The worker initiated all services for the family as identified in the child and family plans.
Partial-credit	The worker initiated some but not all the services for the family as identified in the child and family plans.
No	The worker did not initiate services for the family as identified in the child and family plans or there is no documentation that the worker initiated services for the family as identified in the child and family plans.
Considered for Extenuating Circumstance	The worker did not initiate services for the family as identified in the child and family plans for reasons beyond the workers control such as the family refused services, the family could not be located. (Write detailed explanation in the comments section.)
Not Applicable	The family was not receiving in-home services. Services to be provided to the family were not identified in any child and family plans. There is not a plan for the entire review period.

7. Did the worker make at least one home visit each month of this review period?

DCFS practice guideline section 106.1 states home visits are to be performed on at least a monthly basis. Home visits by a caseworker at least once per month is one of the core services which comprise the minimum level of service provision which shall be provided for families receiving protective supervision or voluntary supervision services. Check the Activity Log, progress summaries, court reports and elsewhere in the record for documentation that a home visit was conducted during each month of the review period. The supervisor, mentored worker, or intern representing the family's caseworker, if the caseworker is unavailable for an appropriate reason, may make the caseworker's visits to the family's home. Home visits must occur inside the home in which the target child is living.

Yes	The worker made at least one home visit this month.
No	The worker did not make a home visit this month or there is no documentation of a home visit this month.
Considered for Extenuating Circumstance	The worker documented two or more attempts to make this visit but the family was unavailable; or family/child moved out of state, ICPC agreement in place or pending. (Write detailed explanation in the comments section.)
Not Applicable	The family was not receiving services during this month or received services for less than half of the month.

8. This question has been removed.